

FRANKLIN COUNTY

Community Development Block Grant & HOME Program



2004 APPLICATION

Deadline - Friday, October 31, 2003, 4:30 p.m.

Submit application to:

Anthony Forte
Community & Economic Development Department
Franklin County Board of Commissioners
373 South High Street, 25th floor
Columbus, OH 43215
(614)462-5631

Franklin County CDBG/HOME Application for 2004

CDBG/HOME Application Checklist

The following items **must** be submitted by **Friday, October 31, 2003 at 4:30 p.m.** in order for staff to consider your application complete and eligible for funding in 2004.

1. ☐ Complete all pages of the Application Form - must be **typed**
(2 complete applications required: 1 **original** copy and 1 photocopy) and appropriate documentation and attachments.
2. ☐ "Detailed" Professional Engineer's Estimate with Original Seal & Signature
(The engineer's cost estimate must be divided into major infrastructure sections and must delineate soft costs such as engineering, construction management, inspections, etc.)

or

- ☐ Detailed Budget if Non-Construction Project (see page 4 of the application)
3. ☐ Approved Authorizing Legislation
4. ☐ Map Defining Geographic Scope of Project for Service Area (if applicable)
5. ☐ Photographs of the Project Site (if applicable)
6. ☐ Certification of Local Funds by Financial Officer with Original Signature
(Local Government Only)
7. ☐ Copies of Award Letters or Letters of Commitment from Other Funding Sources
8. ☐ Copy of Advertisement of Public Hearing, Flyers, Sign-in Sheet and Minutes
(Required of Local Governments Only)

***I certify that all the items listed above are contained in the attached CDBG application.
I understand that failure to include any of above items and/or if there are any errors will result in an incomplete application. Failure to disclose easements and to follow HUD and Franklin County easement procedures will result in a loss of funds. The application will be returned with a request for any missing or corrected information to be returned within 5 working days.***

Signature of CEO

Date

Print Name

Title

**FRANKLIN COUNTY
COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME PROGRAM
2004 APPLICATION¹**

Applicant Name² _____

Address _____

City/Zip _____

Project Name: _____ **Project Priority ³ #** _____

Project Location: _____

CDBG Target Area⁴: _____

Project Type: (✓ largest component)

- ☐ 1. Street/Bridge
- ☐ 2. Water Supply
- ☐ 3. Sanitary
- ☐ 4. Stormwater

- ☐ 5. Public Facilities
- ☐ 6. Plan/Study
- ☐ 7. Public Service
- ☐ 8. Housing

- ☐ 9. Code Enforcement
- ☐ 10. Downtown Revitalization
- ☐ 11. Economic Development
- ☐ 12. Other: _____

TOTAL PROJECT COST: \$ _____ **FUNDING REQUESTED: \$** _____

Project Contact _____

Address _____

City/Zip _____

Daytime Phone _____ Hours Available _____

E-mail address: _____

1 Funds will be available for release on or about April 1, 2004 from U.S. Department of HUD

2 Nonprofit organizations must attach articles of incorporation, IRS letter certifying 501(C)3 Status, and list of Board of Directors.

3 If multiple projects submitted give priority for each project.

4 See CDBG Eligible Target Areas in Appendix D

1.0 PROJECT DESCRIPTION & INFORMATION

1.1 PROJECT ACTIVITIES:

What is being done? How is it to be done?

If public service, what and to whom is service provided?

If economic development, is the project a service, study or specific physical development activity? Is the project a remediation or redevelopment?

A. SPECIFIC LOCATION:

B. PROJECT COMPONENTS:

C. PHYSICAL DIMENSIONS

D. SERVICES PROVIDED:

(See Appendix C)

1.2 EXPLAIN THE NEED FOR THE PROJECT (use additional sheets if necessary)

1.3 PROJECT OBJECTIVES/OUTCOMES

What will be the end result?

Examples are: - 1,900 linear feet of 8-inch water line
- 50 people will be served
- community facility built

1.4 WHAT TYPE OF ACTIVITY IS INVOLVED IN THIS PROJECT?

- ☐ New
- ☐ Expansion
- ☐ Repair/Replacement
- ☐ Economic Development

1.5 PROJECT IS IN A FLOODPLAIN / HISTORIC BUILDING OR SITE

a) Is this project located in a flood plain?

- ☐ Yes ☐ No

If not known, contact the Franklin County Department of Development at 462-3094. If yes, attach a map.

b) Is the building in this project over 50 years old?

- ☐ Yes ☐ No

Call the map room at Franklin County Auditor's office at 462-3220 if the age is not known.

c) Do you think the building is historically significant?

- ☐ Yes ☐ No

If yes, why?

d) Is the building in a designated historic area?

- ☐ Yes ☐ No

If yes, attached council resolution.

1.6 HEALTH & SAFETY

Are there any documented health and/or safety concerns?

- ☐ Yes ☐ No

If yes, please attach documentation (letter from fire/police, newspaper clippings, or other documentation)

NOTE: THE ENVIRONMENTAL REVIEW CHECKLIST MUST BE SUBMITTED FOR EACH CONSTRUCTION PROJECT - APPENDIX I.

2.0 ESTIMATED PROJECT COSTS AND FUNDING

2.1 ESTIMATED TOTAL PROJECT COSTS⁵

(Attach a budget, preliminary engineer's, or Architect's estimate)

\$ _____

A. What is the useful life in years _____?

(If project is a public improvement)

B. Is this one phase of a multi-phase phase, or multi-year plan? Explain.

(If yes, please show anticipated future plans/phases)

☐ Yes ☐ No

C. If project is housing or public service, is this a one-year operating budget? Explain.

☐ Yes ☐ No

2.2 FUTURE FUNDING⁶:

(Attach letter(s) of commitment)

Who will maintain this project once completed?

Who will continue to operate this program after one year?

5 For construction projects please attach a certified itemized cost estimate which clearly shows all individual costs including engineering, construction management, inspection, and state the useful life etc. For economic development project, include sources and uses.

6 NOTE: Local government must pass ordinance of intent to commit maintenance and operating funds for storm drainage, community facilities, parks, etc.

2.3 PROJECT FUNDING SOURCES:

	Dollars	Percent
a) Local Revenue	\$_____	_____
b) State/Federal/Other (attach commitment letters) (agency)_____	\$_____	_____
(agency)_____	\$_____	_____
(private)_____	\$_____	_____
Subtotal Local Share⁷	\$_____	_____
c) CDBG Funds Requested	\$_____	_____
d) GRAND TOTAL⁸ (exclude engineering costs)	\$_____	<u>100%</u>

NOTE: PROJECTS REQUIRING GREATER THAN \$250,000 IN BLOCK GRANT FUNDS MUST BE SUBMITTED AS A MULTI-PHASED PROJECT WITH EACH PHASE HAVING A COMPLETION SCHEDULE WITHIN THE YEAR OF FUNDING. THERE IS NO ASSURANCE GIVEN THAT SUBSEQUENT YEAR FUNDINGS WILL OCCUR.

7 These projects require the following minimum match:

Provide basic facilities (water, sanitary sewer, storm drainage)	10% local match
Repair/replace basic facilities	20% local match
Street Improvements (includes sidewalks and streets)	30% local match
Community facilities or recreation	40% local match
Plans and studies	50% local match
Economic Development Activities	50% local match

8 For Public Improvements the grand total should be the sum of construction and contingency only.

3.0 PROJECT SCHEDULE

		Begin Date	End Date
3.1	Engineering/Design	___/___/___	___/___/___
3.2	Bid Advertisement & Award	___/___/___	___/___/___
3.3	Construction	___/___/___	___/___/___

If not a construction project:

Show a schedule of major activities, such as planning, organizing, hiring, outreach, etc. Funds will be available in May or June of 2004. Please develop your project schedule accordingly.

Activity

Projected Completion Date

4.0 EASEMENTS OR ACQUISITION OF BUILDING OR LAND⁹

- 4.1 Will there be easements or the acquisition of building, land or right of way?
☐ Yes ☐ No

9 NOTE: If acquisition of easements or property will occur as a result of a public improvement please contact William Harris at 614-462-5578 immediately. Failure to disclose easements will result in a loss of funding. Improper acquisition could result in serious repercussions including long delays and possible loss of grant funds

5.0 CITIZEN INVOLVEMENT (for Local Governments only)

Describe and document the meetings, notices, flyers, advertisements, etc. you had in planning this project. Attach letters of support, commitments of other funds, resolutions from city or village council, township trustees, school board, park commission, neighborhood civic association. (See Citizen Participation Plan in Appendix I)

Public Hearing Date:_____ Attach copy of ad, flyers, and meeting minutes

6.0 COORDINATION WITH OTHER MUNICIPALITIES AND/OR AGENCIES

Is this project the result of collaboration between other municipalities or agencies? Attach commitment letter, resolution, ordinance, etc. showing commitment. Please explain.

7.0 PROJECT EMPLOYMENT

Will this project need to hire staff or additional employees?

☐ Yes ☐ No ☐ Don't Know

Identify total jobs benefiting from proposed activities. (FTE &PTE)

Existing	_____
Retained	_____
New	_____
Total	_____

8.0 AFFIRMATIVE ACTION PROGRAM

Does your local government or organization have an affirmative action program?

☐ Yes ☐ No

If Yes, please attach

9.0 MINORITY, FEMALE, DISADVANTAGED BUSINESS ENTERPRISE PROCUREMENT

Does your local government or organization have a policy or program to procure services and materials from Minority, Female, or other Disadvantaged Business Enterprises?

☐ Yes ☐ No

If Yes, please attach policy

10.0 FAIR AND AFFORDABLE HOUSING ACTIVITIES

A. FAIR HOUSING ACTIVITIES:

1) Did your community sign a resolution supporting fair housing?

☐ Yes ☐ No

If yes, attach a copy of your most recent fair housing resolution.

2) Did your community conduct fair housing activities during the month of April?

☐ Yes ☐ No

If yes, attach copies of supporting documentation.

3) Did your community formally adopt a fair housing ordinance?

☐ Yes ☐ No

If yes, attach a copy of the council resolution.

4) If a fair housing ordinance was adopted, are there enforcement provisions?

☐ Yes ☐ No

If yes, attach a copy of the documentation that explains enforcement.

B. AFFORDABLE HOUSING ACTIVITIES:

- 1) Did your community facilitate actions to remove barriers to affordable housing?
I.e. mixed income housing, or subsidized housing.

☐ Yes ☐ No

If yes, provide explanatory documentation.

- 2) Did your community participate in Franklin County's Housing Program?
This includes referrals, marketing, and local building department cooperation.

☐ Yes ☐ No

If yes, provide explanatory documentation.

- 3) Did your community support the development of affordable housing?

☐ Yes ☐ No

If yes, explain.

11.0 PROJECT ELIGIBILITY BY NATIONAL OBJECTIVES

(Your project **must** meet one of the national objectives below, please ✓ the objective that describes your project.)

OBJECTIVE 1: ACTIVITIES BENEFITING LOW & MODERATE (L/M) ¹⁰ INCOME PERSONS:

☐ **L/M Income Area Benefit**

How many LMI households_____or persons_____ will benefit?

CDBG Eligible Target Area:_____
(See CDBG Eligible Target Areas in Appendix D)

Or

Service Area:_____
(Attach a map with the boundaries outlined. If new, see Appendix F.)

¹⁰ Low-and moderate (L/M) income household is defined as a household in which the total household income is equal or less than the Section 8 Housing Assistance Payments Program low-income limit established by HUD.

☐ **L/M Income Limited Clientele**

(Project must directly benefit one of the groups below and documentation is required)

	Number of Persons
Abused Children	_____
Elderly Persons	_____
Battered Spouses	_____
Homeless Persons	_____
Severely Disabled Persons	_____
Illiterate Adults	_____
Persons Living with AIDS	_____
Migrant Farm Workers	_____

☐ **L/M Income Housing**

How many LMI households _____ will benefit?

☐ **L/M Income Jobs**

How many permanent jobs will be created _____ or retained _____ by L/M income persons or be available to L/M income persons?

OBJECTIVE 2: PREVENTION/ELIMINATION OF SLUMS OR BLIGHT:

(The following documents must be submitted to qualify for this objective.)

- ___ 1. Resolution
- ___ 2. Photos of the area
- ___ 3. Map of the area and project site

☐ **Addressing slums/blight on an area basis**

☐ **Addressing slums/blight on a spot basis**

☐ **Addressing slums/blight in an urban renewal area**
(Must include a copy of the Urban Renewal Plan)

OBJECTIVE 3: URGENT NEEDS:

☐ **Urgent Need**

If your project is urgently needed, the following documents must be submitted:

- ___ 1. A statement from the appropriate authority, or an independent expert approved by U.S. HUD, verifying that the condition is a serious and immediate threat and occurred within the last 18 months.
- ___ 2. A statement of the financial condition of the city, village or township verifying that the applicant is unable to finance the project.
- ___ 3. Turn-down letters from other federal, state, local or private funding sources along with a statement that no other sources exist.

12.0 CONSOLIDATED PLAN PRIORITIES

(Please select the theme and objective from the priorities listed in Appendix H that best describes your project)

- ☐ Theme 1 - Affordable Housing Opportunity
Objective#: _____
- ☐ Theme 2 - Neighborhood Revitalization
Objective#: _____
- ☐ Theme 3 - Economic Development & Economic Opportunity
Objective#: _____
- ☐ Theme 4 - Education & Supportive Service Linkages
Objective#: _____